

## **DIRECTOR OF FINANCE**

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### **DEFINITION**

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Under administrative direction, plans, organizes and directs the City's financial management and business services; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

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This is a department director position and serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the City Manager.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class.*

1. Plans, organizes and directs financial reporting, accounting, auditing, business licensing, utility billing, budgeting, investment of funds, procurement and information services through subordinate management and supervisory personnel.
2. Works with financial resources, investment advisors, representatives of the Auditor General's Office, contractors and consultants and other department on the structuring of the City's financial system and the application of the system; ensures that the City satisfies all regulatory requirements; promotes departmental programs and services.
3. Evaluates effectiveness of programs and services; implements in accordance with established policies and procedures; develops program goals, objectives and establishes departmental performance criteria and sets standards for evaluation.
4. Plans, monitors and coordinates budgets; reviews and approves revenue reports; acquires and administers grants; prepares bid specifications and monitors contract compliance.
5. Consults with City Manager on matters of department and City needs; provides staff assistance to City Manager in conducting and presenting administrative studies and preparing the annual budget and financial reports; prepares and reports on a variety of issues both verbally and in writing; develops information to assess present and future financial conditions; makes presentations to Council as directed.
6. Works in cooperation with other department management on special projects requiring technical expertise and advice in financial management, as well as other activities, as needed.

7. Represents and supports the policies and procedures established by the City Council and City Manager.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in accounting, public financing, business or public administration and five years of experience in management/supervision in municipal financing involving a variety of financial disciplines or any combination of training and experience that provides the desired knowledge and abilities. A Master's degree in public administration or a related field is desirable.

Professional recognition through State certification or licensure as a Certified Public Accountant (CPA), Public Accountant (PA), Registered Public Accountant (RPA) or Accounting Practitioner (AP) is acceptable substitution for above required education or experience.

### **Knowledge of:**

Principles and practices of management and supervision; principles, practices and techniques of budget preparation and administration; automated government accounting systems; laws and regulations which pertain to governmental accounting, budgeting and internal auditing; financial statements and year-end reporting requirements; applicable financial management and accounting software packages; management of information systems; current methods, of accounting, financial record keeping, and municipal budgeting.

### **Ability to:**

Effectively administer projects and operations consistent with County policies and goals; supervise staff; plan and direct work through others; evaluate the work of department staff; work effectively under the pressure of deadlines, conflicting demands and emergencies; establish and maintain effective working relationships with superiors, peers, subordinates, and the general public; gain cooperation through discussion and persuasion; collect, interpret and evaluate narrative and statistical data pertaining to policy, fiscal, and department operation matters; analyze policies, regulations, projects, activities, and methods; select alternatives, project the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with County policies and goals; understand, interpret and apply laws and regulations; present findings, recommendations and policies to individuals and groups in an understandable and persuasive manner; communicate effectively in writing on matters related to department policies, funding and operations.

**Special Requirements**

Possession of, or ability to obtain a valid California Drivers' License.

**Physical Demands**

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper, and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and computer.

**WORKING CONDITIONS**

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Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Some travel by car may be required to attend meetings outside of normal business hours. Long hours including evenings and weekends may be occasionally required.

Date Adopted: August 6, 1996